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Report for Week Ending 27 November 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- ✓ (1) Completed 27 actions requiring the printing of 2,531,200 copies or sets of blank forms. This represents an increase of 11 actions with an increase of 1,533,900 copies/sets compared to last week.
- ✓ (2) Eight new and five revised forms were approved.
- (3) Discontinued the use of 2 "bootleg" forms in PSD/OL.
- (4) Combined 3 unauthorized "Paper Cutting Instruction" forms used by PSD/OL into 1 authorized form.
- ✓ (5) Stock Management/OL informed this Branch that they were going to scrap 193,100 sets of NCR forms made obsolete by the discontinuance of a [] project for which the forms were procured. We advised Stock Management to forestall destruction of these forms until we made a survey of all Records Officers as to their possible use.

With a slight modification, which [] will handle, the Office of Operations has agreed to take 105,100 sets. This is a salvage savings of \$6,200.00. Efforts are continuing to locate a user for the remaining 88,000 sets.

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2. Assignments - Active

- (1) Seventeen new and eight revised forms are pending.
- (2) Seven Employee Suggestions are being evaluated.

3. News

- (1) Met with representatives of Army to discuss what steps to take to expedite their adoption of a common Information Report Format. I have offered to assist in anyway I can in an effort to get this matter resolved.
- (2) Discussed procurement difficulties on the Form 670 "File Index Card" with [] PD/OL. Corrective action to obtain a better quality product will be taken on subsequent orders.
- (3) Attended a demonstration of the new Colitho Transograph duplicating process.

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